



Creating a Schedule Step-By-Step Guide

Put first things first in your life by scheduling your time and transforming your life.

Step By Step Guide:

1. **Pray** and ask God to bless your efforts.
2. Make a list of your necessary **weekly responsibilities** (BE SURE TO INCLUDE TIME WITH GOD IN BIBLE READING AND PRAYER).
3. **Make a grid** of the hours in your days Sunday through Saturday. It might be that you need to wake up a little earlier, or maybe you have just been misusing your time like I was.
4. **Fill in the grid** with your responsibilities. When at all possible, put daily things at the same time each day. For instance, each night before bed, I lay out clothes for the next day, floss and brush my teeth, and start the dishwasher. The next morning, I get up, read my Bible, get ready for the day and put away the clean dishes. These have become automatic for me.
5. Check for areas that can **connect** to one another. For instance, Once you start a load of laundry, is there something else you can get done while the clothes are washing?
6. **Implement the schedule rigidly** for at least 2-3 weeks. Then, make the tweaks you need to and repeat.

Grid for Creating a Schedule

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